



## **THE DEPARTMENT OF PUBLIC SAFETY**

The Department of Public Safety provides for the safety and security of the citizens of Nevada by conducting the following public safety services: Enforcing traffic laws and providing assistance on our public roadways; conducting investigations of criminal and narcotic related activities; training peace officers and fire and disaster response officers; and supervising parolees and probationers within the criminal justice system.

## BENEFITS AND COMPENSATIONS



### BENEFITS

The following benefits are available to the State of Nevada employees: (These benefits will be fully explained during the orientation to State Employment.)

- Eleven paid holidays per year
- Three weeks of annual leave (vacation time)
- Three weeks of sick leave
- Health insurance
- Dental plan
- Vision plan
- Basic life insurance
- Accidental death and dismemberment insurance
- Business accidental insurance
- Long-term disability insurance
- Employee assistance program
- Deferred compensation
- Savings bonds
- Longevity pay after eight years of employment

Depending on the position, sworn officers may be entitled to the following additional benefits:

- Take home patrol vehicles
- Uniform allowance (initial uniforms provided by the Department)
- Firearms provided
- Incentive pay for selected hazardous positions, such as Motorcycle Trooper or Field Training Officer

### RETIREMENT PLANS

- Employer Paid Contribution
- Employee/Employer Contribution

State of Nevada employees voluntarily choose to participate in either of the two plans mentioned above. Under the Employer Paid Contribution (EPC) plan, the employer pays the total PERS contribution on your behalf. However, these contributions are not deposited to your individual member account and are not available for refund upon termination of employment. The EPC contribution rate for regular members is 20.25% of gross salary, and the rate for police/fire members is 28.5% of gross salary.

Under the Employee/Employer Paid contribution plan, the employee and the employer share equally in the contribution to PERS, which is currently 10.5% of gross salary each for regular members. The contribution rate for Police/fire members is 14.75% of gross salary. The employee's after-tax contribution is refundable upon termination of employment if you do not elect to receive a monthly retirement benefit.

### RETIREMENT ELIGIBILITY

After five years of service, employees become vested and are therefore eligible to receive a retirement allowance.

Eligibility for Monthly Unreduced Retirement Benefit (Police & Fire Members)

Years of Service	Age at Retirement
5	65
10	55
20	50
25	Any age

Eligibility for Monthly Unreduced Retirement Benefit (Regular Members)

Years of Service	Age at Retirement
5	65
10	60
30	Any age



## COMPENSATION

Salaries for classified positions are determined by the grades and steps of the employees. A new employee's salary generally falls within the minimum range set for the grade. There are circumstances when employees' salaries may be accelerated, depending on their education, experience and the nature of the position applied for. Please refer to the job announcement for the pay grade of the position that you are applying for.

### SALARIES BY GRADE

Pay Grade	Approx. Annual Salary Range	Approx. Hourly Salary
20	\$21,694 - \$29,670	\$10.39 - \$14.21
21	\$22,571 - \$30,903	\$10.81 - \$14.80
22	\$23,386 - \$32,176	\$11.20 - \$15.41
23	\$24,325 - \$34,953	\$11.65 - \$16.07
24	\$25,327 - \$34,953	\$12.13 - \$16.74
25	\$26,309 - \$36,498	\$12.60 - \$17.48
26	\$27,353 - \$38,043	\$13.10 - \$18.22
27	\$28,459 - \$39,693	\$13.63 - \$19.01
28	\$29,670 - \$41,447	\$14.21 - \$19.85
29	\$30,902 - \$43,305	\$14.80 - \$20.74
30	\$32,176 - \$45,184	\$15.41 - \$21.64
31	\$33,554 - \$47,231	\$16.07 - \$22.62
32	\$34,953 - \$49,360	\$16.74 - \$23.64
33	\$36,498 - \$51,594	\$17.48 - \$24.71
34	\$38,043 - \$53,954	\$18.22 - \$25.84
35	\$39,693 - \$56,397	\$19.01 - \$27.01
36	\$41,447 - \$58,965	\$19.85 - \$28.24
37	\$43,305 - \$61,700	\$20.74 - \$29.55
38	\$45,184 - \$65,540	\$21.64 - \$30.91
39	\$47,231 - \$67,568	\$22.62 - \$32.36
40	\$49,360 - \$70,700	\$23.64 - \$33.86
41	\$51,594 - \$74,020	\$24.71 - \$35.45
42	\$53,954 - \$77,507	\$25.84 - \$37.12
43	\$56,397 - \$81,181	\$27.01 - \$38.88
44	\$58,965 - \$85,044	\$28.24 - \$40.73
45	\$61,700 - \$89,074	\$29.55 - \$42.66
46	\$64,540 - \$93,334	\$30.91 - \$44.70
47	\$67,568 - \$97,802	\$32.36 - \$46.84
48	\$70,700 - \$102,521	\$33.86 - \$49.10
49	\$74,020 - \$107,428	\$35.45 - \$51.45

## RECRUITMENT/SELECTION PROCESS



### RECRUITMENT/SELECTION PROCESS

Applications are generally accepted only when there are open recruitments. However applications are accepted for sworn positions, which we keep on file for six months until the next recruitment opens. Below is an outline of the steps involved in the recruitment and selection process.

The Nevada Department of Public Safety (DPS) offers both sworn and civilian positions. The sworn positions are located within the following Divisions: Capitol Police, Highway Patrol, Investigation Division and Parole and Probation. Applicants for sworn positions must successfully complete the following steps before being appointed to any position:

- Meet the minimum qualifications as indicated in the job announcement
- Written examination if required
- Physical agility test
- Oral interview
- Completion and the return of personal history statement form
- Background investigation
- Written psychological examination
- Computer Voice Stress Analysis (CVSA)
- Medical examination
- Drug testing

### CRITERIA FOR BECOMING A LAW ENFORCEMENT OFFICER

- Must be 21 years of age at the time of appointment
- Must be a U.S. citizen
- Visual acuity may not be less than 20/100 in each eye without correction, and corrected to 20/20 in the better eye and not less than 20/25 in the lesser eye. You must have the ability to distinguish basic colors. Your peripheral vision must not be less than 140 degrees in each eye.
- Must possess normal hearing
- Must be in excellent health with no conditions which would restrict your ability to safely perform law enforcement work

**BACKGROUND:** The Department of Public Safety has a moral and ethical obligation to select only the most qualified applicants for our law enforcement positions. Background investigations ensure that we select only those individuals of impeccable moral character and uncompromising integrity. You may not be appointed if any of the following applies to you:

- Conviction of a felony in the State of Nevada or a conviction in another state which would be a felony if committed in this State
- Conviction of any offense involving illegal sale or manufacture of controlled substances
- Conviction of a D.U.I. within the last five years, or two D.U.I. convictions in a lifetime
- Domestic violence conviction
- Any illegal use of a controlled substance within one year of the date of application
- Intentional falsification, deception or omission of information during the application and background investigation process

**LICENSES:** You must be able to obtain a valid Nevada Class C driver's license and must have the ability to obtain both a radio operator's certificate and a radar operator's certificate.

**ACADEMY TRAINING:** The basic law enforcement training lasts approximately five months and is based on a 40-hour week. Cadets reside at the Academy and cadets are paid at the Highway Patrol Cadet pay scale.

**ASSIGNMENTS:** Assignments are made during the Academy to one of various duty stations throughout the State. Applicants must be willing to relocate anywhere within the State. Upon graduation from the Academy, recruits are assigned to an experienced Field Training Officer for approximately four months.

### CIVILIAN POSITIONS

Applicants for civilian positions must successfully complete the following steps before being appointed to a position.

- Meet the minimum qualifications as indicated in the job announcement
- Pass a written exam if required
- Complete the oral interview
- Complete and return a personal history statement form
- Pass the background investigation



# HIGHWAY PATROL DIVISION

The responsibilities of the Nevada Highway Patrol include: Providing highway and traffic safety services on State highways, enforcing and regulating commercial trucking transportation regulations, issuing hazardous materials permits, investigating traffic crashes, providing traditional law enforcement duties, including making arrests, preserving the peace and public order and maintaining the Nevada Criminal History Repository.

The Highway Patrol Division offers both civilian and peace officer positions. The following is an alphabetical list of those positions and their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

## CIVILIAN POSITIONS:

## PAY GRADES:

Accounting Assistant II	25
Administrative Assistant I, II, III & IV	23, 25, 27 & 29
Administrative Services Officer III	41
Commercial Vehicle Safety Inspector II	33
Communication Systems Specialist II	35
Communication Systems Supervisor	37
Computer Network Technician II	35
Equipment Mechanic II & III	31 & 32
Fingerprint/Records Technician II, III & IV	31, 32 & 34
Grants & Projects Analyst II	35
Highway Equipment Mechanic Supervisor II	37
Information Systems Specialist II	37
Management Analyst I, II & III	33, 35 & 37
Manager, Criminal Information Services	43
Personnel Analyst II	34
Program Officer I, II & III	31, 33 & 35
Public Safety Dispatcher III, IV & V	29, 31 & 32
Records & ID Section Supervisor	36
Supply Assistant	23

## SWORN POSITIONS:

Chief, Nevada Highway Patrol	48
Highway Patrol Cadet	32
Highway Patrol Captain	44
Highway Patrol Lieutenant	42
Highway Patrol Major	46
Highway Patrol Pilot	39
Highway Patrol Sergeant	39
Highway Patrol Trooper II	37

INVESTIGATION DIVISION

The Investigation Division provides criminal investigative services to State, county and local law enforcement agencies upon request. Units within the Division include Major Crimes and various multi-jurisdictional Drug Task Forces representing local, regional and federal law enforcement agencies.

The Division is staffed with both sworn officers and civilian employees. Below is an alphabetical list of the positions found within this Division and their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

CIVILIAN POSITIONS:

PAY GRADES:

Accounting Assistant I & III	23 & 27
Administrative Assistant II, III & IV	25, 27 & 29
Management Analyst I & II	33 & 35

SWORN POSITIONS:

Chief, Investigation Division	46
Criminal Investigator III	38
Deputy Chief, Investigation Division	43
Supervisory Criminal Investigator II	41

DIVISION OF PAROLE & PROBATION

The Parole & Probation Division monitors and enforces offender compliance with the conditions of their community supervision, assists offenders in reintegrating into society and ensures objective information and recommendations on offenders are provided to the district courts of Nevada.

To help carry out its mission, the Division offers both civilian and sworn positions. Below is an alphabetical list of those positions and their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

CIVILIAN POSITIONS:

PAY GRADES:

Accounting Assistant I, II & III	23, 25 & 27
Administrative Aid	21
Administrative Assistant I, II, III & IV	23, 25, 27 & 29
Administrative Services Officer I	37
Correctional Substance Abuse Program Manager	37
Management Analyst I & II	33 & 35
Parole & Probation Specialist I, II, III & IV	29, 31, 33 & 35
Revenue Officer II	32
Social Worker II	33
Substance Abuse Counselor	33

SWORN POSITIONS:

Chief, Parole & Probation	N/A~Unclassified Position
Deputy Chief, Parole & Probation	46
Parole & Probation District Administrator I, II & III	42, 43 & 44
Parole & Probation Officer II	37
Parole & Probation Operations Supervisor	39
Parole & Probation Unit Manager	41

# TRAINING DIVISION

The Training Division provides basic and advanced law enforcement training for all the Department’s 800+ peace officers. The Division offers the following positions listed with their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

**CIVILIAN POSITIONS:**

**PAY GRADES:**

Administrative Assistant III	27
Program & Training Manager	41
Training Officer I	34

**SWORN POSITIONS:**

Criminal Investigator III	38
Highway Patrol Trooper II	37
Parole & Probation Operations Supervisor	39



OFFICE OF THE STATE FIRE MARSHAL

The mission of the Office of the State Fire Marshal is to provide the citizens, visitors, and the fire service of the State a safe environment in which to live, visit and work. This is accomplished through education and training, inspections, licensing, permitting, informational programs, public service announcements and plans review and investigations. The adoption of codes and regulations are designed to prevent injury or death and property loss due to fire, hazardous material incidents and manmade incidents which may expose the public and first responders to injury in the event of an emergency.

The Division offers the following positions listed in alphabetical order with their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

CIVILIAN POSITIONS:

PAY GRADES:

Accountant Technician I	30
Administrative Assistant I, II, III & IV	23, 25, 27 & 29
Assistant State Fire Marshal	42
Deputy State Fire Marshal I, II, III & IV	31, 36, 38 & 40
Employee Development Manager	38
Management Analyst II	35
Plans Examiner I, II & III	35, 36 & 38
Program Officer I	31
State Fire Marshal	N/A~Unclassified
Training Officer I & II	34 & 36

CAPITOL POLICE

The Capitol Police provides police services for State employees and customers occupying State-owned and leased buildings. The Division also protects State property and helps employees and the public in emergency situations.

The Division offers the following positions listed in alphabetical order with their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

CIVILIAN POSITIONS:

PAY GRADES:

Administrative Assistant IV	29
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SWORN POSITIONS:

Chief, Capitol Police	39
Capitol Police Officer II	33
Capitol Police Sergeant	35

OFFICE OF TRAFFIC SAFETY

The Nevada Office of Traffic Safety is charged with helping to reduce the number and severity of motor vehicle crashes on Nevada’s highways through public education programs. The Office provides grant funds and expertise to State and local agencies to develop and implement educational outreach programs. The Division offers the following civilian positions listed in alphabetical order with their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

CIVILIAN POSITIONS:

PAY GRADES:

Administrative Assistant II, III & IV	25, 27 & 29
Auditor II	34
Education & Information Officer	35
Fatality File Analyst	31
Grants & Projects Analyst II	35
Management Analyst IV	39
Program Officer III	35

PAROLE BOARD

The Commissioners on the Nevada Board of Parole make decisions to grant or deny release of prison inmates to community supervision. The Parole Board provides a constant review of criminals in prison; continual reevaluation of the risk that a criminal presents to society; leverage over criminals before they are released to assure good behavior in the community; careful supervision of criminals after they are released; and the potential to reimprison those who appear to be a threat to society. The Board is committed to responding with respect and compassion to victims of crime by opening up the process to victims’ families who wish to participate in the parole process.

The Parole Board has the following civilian positions listed in alphabetical order with their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

CIVILIAN POSITIONS:	PAY GRADES:
Administrative Aid	21
Administrative Assistant I & IV	23 & 29
Chairman, Board of Parole Commission	N/A~Unclassified Position
Management Analyst III	37
Parole Board Member	N/A~Unclassified Position
Secretary to Parole Board	N/A~Unclassified Position



TECHNOLOGY DIVISION

The Technology Division manages the Department’s computer system and statewide justice information operations. To help accomplish its mission, the Division is staffed with the following civilian positions listed in alphabetical order with their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

CIVILIAN POSITIONS:

PAY GRADES:

Accountant Technician I	30
Computer Network Specialist II & III	38 & 40
Computer Network Technician II	35
Computer Operations Supervisor II	37
Computer Systems Programmer III & IV	39 & 41
Computer Systems Technician IV	31
Data Base Management Specialist IV	41
Data Processing Manager II	44
Information Systems Specialist II, III & IV	37, 39 & 41

ADMINISTRATIVE SERVICES

The Administrative Services Division provides general support and services to all the Divisions of the Department. This includes accounting, property management, personnel and contract services, warehousing inventory, supply acquisition and mail services.

The Division offers the following civilian positions listed in alphabetical order with their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

CIVILIAN POSITIONS:

PAY GRADES:

Accountant Technician I & III	30 & 34
Accounting Assistant I, II & III	23, 25 & 27
Administrative Aid	21
Administrative Assistant IV	29
Administrative Services Officer III & IV	41 & 44
Agency Loss Control Coordinator	35
Budget Analyst III	38
Mail Services Clerk	21
Personnel Analyst II	34
Personnel Officer III	41
Personnel Technician I & III	25 & 29
Supply Assistant	23
Supply Technician I	25

CRIMINAL JUSTICE ASSISTANCE

The Office of Criminal Justice Assistance is responsible for obtaining and distributing federal grant funding for State and local law enforcement projects throughout Nevada. The Office supports the Nevada Commission on Substance Abuse Education, Prevention, Enforcement and Treatment; and the Falcon’s Nest Equipment Purchase Program through Byrne Grant funding.

The Office offers the following civilian positions listed in alphabetical order with their respective pay grades. Please refer to the compensation section for the salaries associated with these pay grades.

CIVILIAN POSITIONS:

PAY GRADES:

Administrative Assistant IV	29
Grants & Projects Analyst II	35
Grants & Projects Analyst Supervisor	37
Management Analyst II	35
Program Officer I	31